

Academic Affairs Committee

Co-Chairs: Paulette Hopkins and Mary Kjartanson

April 21, 2016

APPROVED 05/05/16

MINUTES

Members Present: Mary Kjartanson, Lou Ascione, Daniel Miramontez, Fred Garces, Rick Cassar, Mary Hart, Dawn DiMarzo, Larry Pink, Dan Willkie, Mark Dinger for Joe Young, Carmen Jay, Mark Hertica, Daniel Igou, Adrian Arancibia, Rebecca Bowers-Gentry, Nick Gehler, Dan Trubovitz, Jordan Omens

Members Absent: Paulette Hopkins, Gerald Ramsey, Lynne Ornelas, George Beitey, Adela Jacobson, Mara Sanft, Darrel Harrison, Francois Bereaud

Guests: Gina Bochicchio, Peter Elias, Laura Murphy, Stefanie Johnson Shipman

The regular monthly meeting of the Academic Affairs Committee was held on Thursday, April 21, 2016, at 2:30 p.m., in Miramar College Room S6-110. The meeting was called to order at 2:34 p.m. by co-chair Mary Kjartanson, a quorum being present.

Agenda/Minutes. Upon motion by Rick Cassar, seconded by Dan Igou, the agenda was unanimously approved. It was moved by Carmen Jay, seconded by Adrian Arancibia, and unanimously approved to amend the draft Minutes of March 17th under "Enrollment Report" to reflect that the committee discussed the Monday/Wednesday/Friday time block, and the Vice President of Instruction indicated that would be an option and not mandatory. Upon motion by Jay, seconded by Lou Ascione, the minutes of March 17, 2016, were unanimously approved as amended.

Subcommittee Reports. Reports were presented and discussed:

- Distance Education, by Kjartanson for Rechelle Mojica
- Academic Standards, by Mara Sanft (no report)
- Basic Skills, by Stefanie Johnson Shipman
- Honors (no report)
- SLOAC Progress, by Laura Murphy

Academic Support Document. Kjartanson reported on her meeting with President Hsieh on April 20th to discuss the Academic Support document developed by this committee's task force, and there was follow-up discussion by the committee on related issues, including:

- The Academic Success Tutoring Services Coordinator position. It will be a non-classroom, college faculty, 12-month position. The job description will be developed by the search committee and the position will coordinate all tutoring on campus except for

DSPS, Veterans, and BSI. The PLACe will be absorbed into the larger academic support plan, although some committee members advocated for it to exist alongside the campus-wide tutoring service. Everything else, including the English Center, Math Lab, Biology, etc., stays the same except for the new coordinator.

- The President requested that this committee develop a plan to be presented to the SDCCD Board on June 9th. Kjartanson suggested that this committee's task force meet again to create a plan and reminded the committee that Academic Senate President Marie McMahon has already begun work on a plan.
- The task force requested two classified support staff. The committee was reminded that faculty cannot supervise classified staff and was advised that support will be provided by an administrative technician who will be supervised by the new Associate Dean of Student Equity. There were opinions expressed that one admin tech would not be adequate to support the program, and more staff would be necessary. Kjartanson suggested that the committee write in more support staff when it writes the work plan.

Accreditation Progress. Murphy reported that Draft 3 of the Self-Evaluation Report went out on April 15th and that writing and editing are continuing. She invited feedback and said the deadline to submit feedback to the Steering Committee is May 20th.

High School Partnerships. Ascione and Fred Garces enumerated the benefits to students, to Miramar College, and to the District of the SDCCD/SDUSD partnership. There was discussion regarding the difficulties related to the times scheduled at the high schools and the need to consider knowledge and consistency in scheduling faculty and classes. Ascione explained that the high school schedules differ from ours and that we will know the SDUSD bell schedule in May. Kjartanson said the agreement with Cathedral Catholic High School is going to the Board on June 9th.

Strategic Enrollment Management. Kjartanson advised that the *DRAFT Strategic Enrollment Management Guiding Principles* document was discussed extensively at the immediately-preceding Chairs Council to prepare for this meeting. Kjartanson and Murphy reprised for this committee the history and content of the document, and again requested that the committee review it and provide input to the deans and the VPI. The goal is to ensure that the document reflects what the committee wants in terms of guiding principles for enrollment management, so now is the time to work collaboratively with faculty and deans to finalize and approve it. She reviewed and discussed the document with the Committee.

The *MIRAMAR COLLEGE 2016 – 2017 ENROLLMENT STRATEGIES - DRAFT* document was also reviewed and discussed, its history and development reprised, and committee input was again requested and given. Some revisions have been incorporated since this committee's last review on March 17th and those were examined and discussed. The committee expressed concern over the

disconnect between the Strategic Enrollment Management Guiding Principles and the Table of Enrollment Strategies for Miramar. Kjartanson suggested that the committee take back its concerns about this document and that members work together to revise it to reflect a more authentic representation of what we're doing, and also to assist in providing good data to the Accreditation Steering Committee. The document's development is ongoing with no specific target date, and the co-chairs were requested not to send it out until the committee is given an opportunity to review and give input. Committee members were requested, on behalf of the VPI, to take the document to their departments and obtain input on means by which to reach targets without compromising pedagogy, creating timelines, action steps, etc. Meeting more often than once monthly was also suggested.

Instructional Program Review. Kjartanson reminded the committee that IPR is due by April 22nd. Murphy advised that the IPR/SLOAC committee members are offering PR assistance to faculty on April 21st and April 22nd in the Professional Development Center. She offered advice for navigating PRs in TaskStream, which will generate a giant spreadsheet of action requests which will be moved forward to BRDS in Fall 2016.

The meeting was adjourned at 4:02 p.m.

Katinea A. Todd